

State of Florida

*GENERAL RECORDS SCHEDULE
FOR
FIRE DEPARTMENTS
(SCHEDULE GS8)*



EFFECTIVE: FEBRUARY 19, 2015

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Florida Department of State
Division of Library and Information Services

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**FLORIDA DEPARTMENT OF STATE
GENERAL RECORDS SCHEDULE GS8 FOR FIRE/RESCUE DEPARTMENTS**

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ACTIVITY REPORTS: DAILY

Item# 1

This record series consists of a running log of daily activities occurring within the station including: responses to alarms, citizen visits or tours, number of blood pressure checks given, various incidents, equipment cleaned, refueling efforts, and other daily tasks. This log serves as notice to the next shift about the previous shift's activities.

RETENTION:

- a) Record copy. 1 calendar year.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

ALARM REPORTS: FIRE (NON-ARSON)

Item# 51

This record series consists of the alarm reports for non-arson fires such as those caused by faulty wiring. The records may include the location, date, time, equipment used, hydrant used, damage estimate of the fire, deaths which might result from the fire, firemen reporting the fire, and any comments made concerning the details of the fire.

RETENTION:

- a) Record copy. 7 years after date of fire.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

APPLICATIONS/PERMITS: FIRE CODE

Item# 32

This record series consists of fire code permits issued after the appropriate supporting documents, applications, and fees have been submitted. Permits might be issued for lot clearance, fireworks sales, controlled or other burns, code inspections, blasting or excavation, and demolition by detonation or implosion.

RETENTION:

- a) Record copy. 3 fiscal years provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

APPLICATIONS/PERMITS: FLAMMABLE LIQUIDS STORAGE

Item# 7

This record series consists of an application filled out whenever a licensed petroleum equipment operator or mechanical contractor needs to install tanks containing flammable liquids. Application shows the date, the location where the tanks will be installed, the owner of the business and building, the amount and size of the tanks to be installed, and the signature of the applicant.

RETENTION:

- a) Record copy. Retain until removal of tank.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

APPLICATIONS/PERMITS: LP GAS INSTALLATION

Item# 8

This record series consists of an application submitted by a licensed LP gas company when they want to install LP gas tanks and/or appliances. Contains the amount of installation fee paid, name and address of the installer, the name and address where the tanks are being installed, the type and number of tanks, the kind of appliances, how the installation is tested, the time tested, and by whom.

RETENTION:

- a) Record copy. Retain until removal of tank.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

ARSON INVESTIGATIONS: CAPITAL/LIFE FELONY

Item# 4

This record series consists of the location, date, time, type of arson, equipment used, hydrant used, damage estimate of the fire, deaths which might result from the fire, firemen reporting for the fire and any comments made concerning the details of the fire. A police report and photographs are usually included. *Please refer to Section 775.15, F.S.*

RETENTION:

- a) Record copy. 100 years.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

ARSON INVESTIGATIONS: NON-CAPITAL/LIFE FELONY

Item# 5

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This record series consists of the location, date, time, type of arson, equipment used, hydrant used, damage estimate of the fire, firemen reporting for the fire and any comments made concerning the details of the fire. A police report and photographs are usually included. *Please refer to Section 775.15, F.S.*

RETENTION:

- a) Record copy. 10 years.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

ATHLETIC EXAMINATION RELEASE FORMS

Item# 10

This record series consists of the signatures of applicants releasing the public agency from responsibility in case of injury during the agility test.

RETENTION:

- a) Record copy. 4 years after test.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

BLOOD PRESSURE TESTING LOGS: DAILY

Item# 52

This record series consists of informal blood pressure testing logs generated during the free tests conducted by a fire station. These records do not include names or any personally identifiable information on a citizen who requests a free test. The records may include, however, the date and time of the test and the name of the department employee who administered the test. This retention period is based on the statute of limitations to file an action on negligence according to s. 95.11, F.S.

RETENTION:

- a) Record copy. 4 years.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

BRUSH CLEARANCE RECORDS

Item# 53

This record series consists of documents maintained by the Fire Department regarding the clearing of brush or vegetation from a lot to comply with a brush or weed clearance ordinance. This ordinance is designed to reduce the amount of property loss due to wildfires. These documents may include notices to land owners, photographs, work orders, correspondence, restitution estimates, and duplicate billing records. See also "CODE ENFORCEMENT BOARD CASE FILES" and "CODE VIOLATION RECORDS" in the General Records Schedule for State and Local Government (GS1).

RETENTION:

- a) Record copy. 3 years after final action, provided all audit issues have been resolved.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

CERTIFICATES: LICENSURE (FIRE FIGHTER)

Item# 54

This record series consists of the original license issued to a certified fire fighter who is neither a paramedic nor an emergency medical technician. The state retains a duplicate of this information. This item need not be filed in the personnel file as it goes out of date every three years. However the license number may be recorded there for informational purposes.

RETENTION:

- a) Record copy. 4 years after expiration.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

CERTIFICATES: LICENSURE (PARAMEDICS)

Item# 55

This record series consists of the original license issued to a certified paramedic. The state retains a duplicate of this information. This item need not be filed in the personnel file; however, the license number may be recorded there for informational purposes. The retention period is based on the statute of limitations for filing medical malpractice actions according to s. 95.11, F.S.

RETENTION:

- a) Record copy. 7 years after expiration.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

CITATIONS: FIRE SAFETY INSPECTORS (NO LIENS)

Item# 56

This record series consists of a written notice, issued after a written warning had been previously issued. The citation shall contain the date and time of issuance; the name and address of the person; the date and

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time the civil infraction was committed; the facts constituting probable cause; the ordinance violated; the name and authority of the officer; the procedure for contest or payment; the applicable penalty if the citizen chooses not to contest the citation; and a statement that if the citizen fails to contest or pay the penalty, a judgment for this amount will be levied against him. This series would also include the re-inspection of the property to ensure that the problem was corrected and fiscal information on the fine or fee payment. *Please refer to Section 633.052, F.S.* For Citations resulting in liens, please see also "CODE ENFORCEMENT BOARD CASE FILES" in the General Records Schedule for State and Local Government Agencies (GS1).

RETENTION:

- a) Record copy. 3 fiscal years after final action provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

CONSOLIDATED REPORTS: ANNUAL

Item# 57

This record series consists of an annual summary and comparisons for the preceding years. This report allows the department to review trends in fire safety and arson statistics. *This record series may have archival value.*

RETENTION:

- a) Record copy. 10 years after report.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

CONSOLIDATED REPORTS: DAILY

Item# 14

This record series consists of a 24 hour report on alarms consisting of the time, location, alarm number, and the officer in charge. If a daily report includes a possible arson call, it should be retained until arson can be confirmed or is officially ruled out. If confirmed, a copy of this report would be placed in the proper arson investigation file. For monthly or quarterly statistical reports, please see "OPERATIONAL AND STATISTICAL REPORT RECORDS: OFFICE" in the General Records Schedule for State and Local Government Agencies (GS1).

RETENTION:

- a) Record copy. 90 days after report.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

DESIGN REVIEW: PLANS/CORRESPONDENCE

Item# 58

This record series consists of plans, correspondence and memorandum relating to a fire safety inspector's review of architectural or design blueprints and schematics for adherence to the fire code. This review process is not the same as an inspection and does not result in the issuance of a certificate of inspection. Local codes may require design review only for certain structures such as high rises, large indoor shopping malls, schools, medical facilities, public buildings, and other large scale meeting or assembly facilities (churches, arenas, civic centers). The plans consist of a copy of a proposed structure's architectural plans. They include those that are error free as well as those that have errors, conforming with the fire code. This correspondence may be in the shape of a form letter. The letter would indicate where changes are necessary to the plans and require that a new copy of the drawings be submitted. The letter may also indicate that no changes were necessary and that the plans conform to code. This letter or memorandum may be sent to the development or building department or the owner/developer. The record copy, may be filed with the fire department or county building department. *Please refer to Section 95.11, F.S.*

RETENTION:

- a) Record copy. 4 fiscal years provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

DRILL RECORDS: FIRE/SAFETY

Item# 59

This record series consists of documents created by a fire department employee who has been requested or required to attend a fire or safety drill exercise at a school, business, or other establishment. These records may include a report as to the employee in attendance, the time and date of the drill, the name of the agency conducting the drill, and the outcome. The department may further supply written comments on

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areas for improvement. A copy of this report may be given to the agency hosting the drill. The fire department may charge a fee for this service. The record copy is retained by the fire department.

RETENTION:

- a) Record copy. 3 fiscal years provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

DRIVER ENGINEER INFORMATION CARDS (CURRENT)

Item# 16

This record series consists of personal data on driver engineers including operator's license number and the vehicle to which he is assigned.

RETENTION:

- a) Record copy. Retain until termination of employment.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

DRIVER ENGINEER INFORMATION CARDS (SUPERSEDED)

Item# 60

This record series consists of personal data on driver engineers which has become out of date over time. This may include the operator's license number and the vehicle to which he was assigned. The current information is scheduled above.

RETENTION:

- a) Record copy. 4 years after superseded.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

EMERGENCY FIRE AND DISPATCH RECORDS

Item# 18

This record series consists of logs or other documents detailing the time the alarm was received, the company or companies responding, and the time the run was completed. These documents are maintained on dispatching conducted between a fire substation and the main dispatcher. This may include reports of in-service and out-of-service, radio checks, and verifications of status. This series does not include medical information or E911 calls. Local agency must determine the criteria for keeping this information longer than the minimum retention period, thus insuring that all necessary information is retained. Please refer to the General Schedule for Law Enforcement (GS2) and the General Schedule for State and Local Governments (GS1).

RETENTION:

- a) Record copy. 30 days unless warranted to be kept longer.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

FALSE ALARM REPORTS

Item# 3

This record series consists of information pertaining to false alarms, outcries, or reports of fire. These reports may include, but are not limited to: the date and time of the report; the location; any identifying characteristics of the caller; the number of responding units; and the time it was ascertained as a false report. The State Fire Marshal maintains these records as part of fire reporting.

RETENTION:

- a) Record copy. 4 years.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

FIRE SAFETY PLANS/CORRESPONDENCE

Item# 61

This record series consists of written fire safety plans which are required to be reviewed by the fire safety inspector on a regular basis for certain facilities such as nursing homes and hospitals; and correspondence and memorandums issued by the fire safety inspector on written fire safety plans submitted for review by various businesses. The correspondence may be form letters. The letter would specify areas where improvements should be made to conform to fire safety codes and require a resubmission of the plan with the noted corrections. If there were no problems with the plan, the letter may state that the business' written plan conforms to the fire or life safety code. A fee may be paid for these services. *Please refer to Section 95.11, F.S.*

RETENTION:

- a) Record copy. 4 fiscal years provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

HYDRANT RECORDS

Item# 25

This record series consists of the location of the hydrant, the make, its size, the valve size, and the last date checked. Also contains duplicates of any work orders issued on the hydrant.

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RETENTION:

- a) Record copy. Retain for 4 years after life of hydrant.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

INSPECTION AND MAINTENANCE RECORDS: APPARATUS AND EQUIPMENT **Item# 27**

This record series consists of a record of the condition and repairs to any fire fighting or rescue apparatus and equipment. The series may include duplicates of work orders, vendor information, and log service activities. It applies to hoses, valves, pumps, the jaws of life, and other advanced life support machines. The series does not include hydrant records.

RETENTION:

- a) Record copy. 4 years provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

INVESTIGATION RECORDS: DAMAGE TO FIRE DETECTION/SUPPRESSION MECHANISMS **Item# 62**

This record series consists of documentation for the reporting and investigation of willful and malicious injuries, destruction, removal, or tampering with fire hydrants, extinguishers, hoses, smoke detectors, sprinkler systems, or other fire detection or suppression systems. This series may include photographs, depositions, reports, and other materials.

RETENTION:

- a) Record copy. 6 years.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

MINIMUM STANDARDS COURSE: ROSTER OF STUDENTS **Item# 63**

This record series consists of Form FST-4 entitled "Roster of Students." This form is completed during the first week of training for the Minimum Standards Course and is forwarded to the Bureau of Fire Standards and Training with all supporting paperwork. The names of all instructors, their certification numbers, and date issued are also included on this form. *Please refer to Rule 4A-37.057, F.A.C.*

RETENTION:

- a) Record copy. 3 fiscal years provided all audit issues have been resolved.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

NOTICE OF EMPLOYMENT **Item# 64**

This record series consists of Form FST-1A, entitled "Notice of Employment." This form is completed upon the employment of a firefighter and is forwarded within 10 working days to the Bureau of Fire Standards and Training. *Please refer to Rule 4A-37.035, F.A.C.*

RETENTION:

- a) Record copy. 6 months.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

NOTICE OF TERMINATION **Item# 65**

This record series consists of Form FST-3, entitled "Notice of Termination." This form is completed upon the termination of a firefighter's employment and is forwarded within 10 working days to the Florida State Fire College. *Please refer to Rule 4A-37.0385, F.A.C.*

RETENTION:

- a) Record copy. 6 months.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

PERSONNEL ACTIVITY REPORTS **Item# 50**

This record series consists of a daily record of all activities of apparatus and personnel for each shift. This series is not a time sheet, time card, or any other official payroll record. This series acts as a daily schedule of time and activities and may be varied from due to absence or an emergency call.

RETENTION:

- a) Record copy. 90 days provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

RADIO LOGS **Item# 33**

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This record series consists of a log which records the time radio calls were received/placed, who the transmitting parties were, the reason for the call, if additional units were dispatched to a location, or if information was retrieved and transmitted back to the caller.

RETENTION:

- a) Record copy. 1 fiscal year.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

RUN REPORTS: NON-EMERGENCY

Item# 39

This record series consists of reports on non-emergency miscellaneous runs where no treatment is rendered. This series is not used for the Department of Health's Run Reports or any report where medical attention, no matter how minor, was provided by the fire unit. Please refer to GS4, General Records Schedule for Hospitals, Medical Facilities, and Providers, for emergency medical records.

RETENTION:

- a) Record copy. 2 years provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

SAFE PLACE PROGRAM RECORDS

Item# 66

This record series consists of program records related to operating a fire station as a Safe Place. This program designates various businesses and public offices as safe places that children or adults can go to when they are in danger or lost. These are locations where they can receive competent help and where they can remain until their parents, police, or another agency arrives. These records may include: the time, date, and name of person who is asking for help; the nature of the problem; the agency or parties contacted to provide assistance; the time of parties arrival and the final outcome.

RETENTION:

- a) Record copy. 4 years.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

STATE FIRE MARSHAL REPORTS: MONTHLY

Item# 42

This record series consists of monthly reports containing total fires, total fire alarms, and the estimated fire losses for the month.

RETENTION:

- a) Record copy. 30 days.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

SUPPLEMENTAL COMPENSATION PROGRAM: ACCEPTANCE RECORDS

Item# 67

This record series consists of the forms maintained by the employing agency documenting a fire fighters enrollment, re-entry, and removal from the state's Supplemental Compensation Program including: Form 4A-2, Official Acceptance Notification; 4A-5, Re-entry into the Supplemental Compensation Program; and 4A-6; and the Re-entry Notification Form. This program encourages further educational objectives for fire fighters. *Please refer to Rule 4A-37.089, F.A.C. and Section 633, F.S.*

RETENTION:

- a) Record copy. 3 fiscal years after removal, graduation, or termination from program, provided all audit issues have been resolved.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

SUPPLEMENTAL COMPENSATION PROGRAM: NOTICE OF INELIGIBILITY

Item# 68

This record series consists of Form 4A-4, Notice of Ineligibility, for the Supplemental Compensation Program.

RETENTION:

- a) Record copy. 1 year after received.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

SUPPLEMENTAL COMPENSATION PROGRAM: QUARTERLY REPORTS

Item# 69

This record series consists of DI Forms 4A-3, Quarterly Report Forms, documenting an agency's enrollment in the state's Supplemental Compensation Program. This program encourages further educational objectives for fire fighters. *Please refer to Rule 4A-37.089, F.A.C. and Section 633, F.S.*

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RETENTION:

- a) Record copy. 3 fiscal years provided all audit issues have been resolved.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

TOXIC SUBSTANCES LISTS

Item# 70

This record series consists of a list of work areas, sufficiently identified by name and location, where toxic substances are present on property owned or operated by a public or private agency. The list should contain the chemical and common name of each substance regularly present. MSDS sheets may also be given to the department, if requested. *Please refer to Section 442.118, F. S.*

RETENTION:

- a) Record copy. 4 years after receipt.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

TRAINING RECORDS: PERFORMANCE

Item# 31

This record series consists of the instructor's daily rating of individual drill performance of trainees. This information is summarized in a final evaluation of the student's performance at the completion of the drills.

RETENTION:

- a) Record copy. 1 year after drill.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

TRAINING RECORDS: STUDENT EVALUATIONS (FINAL)

Item# 46

This record series consists of a final composite or summary rating by instructors of a trainee's drill performance.

RETENTION:

- a) Record copy. 2 years after drill.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

WEATHER AND RAINFALL REPORTS

Item# 49

This record series consists of reports on the current rainfall and weather conditions.

RETENTION:

- a) Record copy. Retain until obsolete, superseded or administrative value is lost.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

CROSS REFERENCE

AGENDAS

See GS1, Item #32, "Minutes: Official Meetings (Transcripts)"

APPARATUS PUMP TESTS

See Item #27, "Inspection and Maintenance Records: Apparatus and Equipment"

ATHLETIC EXAMINATION GRADING SHEETS

See GS1, Item #102, "Employment Examination Records"

ATHLETIC TEST SUMMARIES

**FLORIDA DEPARTMENT OF STATE
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See GS1, Item #102, "Employment Examination Records"

CERTIFICATE OF INSPECTIONS

This item should be returned by the fire inspector to the local building department after inspection.

CONSOLIDATED REPORTS: MONTHLY

See GS1, Item #124, "Operational and Statistical Report Records: Office"

DESIGN REVIEW: PLANS (ERRORS)

See Item #58, "Design Review: Plans/Correspondence"

DESIGN REVIEW: PLANS (NO ERRORS)

See Item #58, "Design Review: Plans/Correspondence"

DRIVER ENGINEER REMOVAL FORMS

See GS1, Item #19, "Personnel Records: Florida Retirement System;" and GS1, Item #162, "Personnel Records: Non-Florida Retirement System"

FIRE INVESTIGATION RECORDS

See Item #4, "Arson Investigations: Capital/Life Felony;" Item #5, "Arson Investigations: Non-Capital/Life Felony;" and Item #62, "Investigation Records: Damage to Fire Detection/Suppression Mechanisms"

FIRE PREVENTION RECORDS: SUMMARY OF LOST REPORT

See GS1, Item #124, "Operational and Statistical Report Records: Office"

FIRE SAFETY PLANS

See Item #61, "Fire Safety Plans/Correspondence"

GAS TANK INSTALLATION CARDS

See Item #7, "Applications/Permits: Flammable Liquids Storage;" and Item #8, "Applications/Permits: L-P Gas Installation"

HOSE RECORDS

See Item #27, "Inspection and Maintenance Records: Apparatus and Equipment"

HOSE RECORDS: TEST REPORT

See Item #27, "Inspection and Maintenance Records: Apparatus and Equipment"

INCIDENT RECORDS

See GS1, Item #241, "Incident Reports"

INSPECTION RECORDS: MONTHLY

See GS1, Item #124, "Operational and Statistical Report Records: Office"

CROSS REFERENCE

NOTICES: APPARATUS/EQUIPMENT REPAIR

See GS1, Item #154, "Vehicle Records;" and GS1, Item #141, "Work Orders"

NOTICES: VIOLATION

See Item #56, "Citations: Fire Safety Inspectors (No Liens)"

REPAIR LOGS: APPARATUS (DAILY)

See Item #27, "Inspection and Maintenance Records: Apparatus and Equipment"

RESCUE REPORTS: FIELD

See Item #39, "Run Reports: Non-Emergency"

**FLORIDA DEPARTMENT OF STATE
GENERAL RECORDS SCHEDULE GS8 FOR FIRE/RESCUE DEPARTMENTS**

RESCUE REPORTS: MONTHLY

See GS1, Item #124, "Operational and Statistical Report Records: Office"

RESCUE SQUADS INSTRUCTIONAL AND LECTURING ACTIVITY RECORD

See GS1, Item #217, "Continuing Education Records: In-House;" and GS1, Item #148, "Training Records: Employee"

RUN REPORTS: EMERGENCY

See GS4, Item #70, "Run Reports: Emergency"

SAFETY REPORTS

See GS1, Item # 241, "Incident Reports;" GS1, Item #188, "Injury Reports;" and GS1, Item #151, "Vehicle Accident Reports"

SPECIFICATIONS: APPARATUS AND EQUIPMENT

See GS1, Item #42, "Purchasing Records"

SUPPLY ORDERS: STATION REQUESTS

See GS1, Item #42, "Purchasing Records;" and GS1, Item #22, "Requisitions"

TIRE LOGS

See GS1, Item #154, "Vehicle Records"

TRAINING RECORDS: IN-SERVICE

See GS1, Item #217, "Continuing Education Records: In-House;" and GS1, Item #148, "Training Records: Employee"

VEHICLE RECORDS: REGISTRATION/LIST (EQUIPMENT)

See GS1, Item #224, "Vehicle Logs," and GS1, Item #154, "Vehicle Records"

VEHICLE RECORDS: REGISTRATION/LIST (SUPPORTING DOCUMENTS)

See GS1, Item #224, "Vehicle Logs," and GS1, Item #154, "Vehicle Records"